

2015 Personnel Policy Changes

All policies were re-numbered, re-formatted and many were re-ordered for consistency and flow. Many had minor changes and/or additions. The policies with larger changes have some of the details spelled out below.

1-1 Nondiscrimination: List of protected classes was updated to include City ordinance changes. Sexual orientation and gender identity or expression is now protected.

1-2 Discrimination Complaint Process: Now covers groups added to protection under City ordinance changes.

1-4 Harassment Prevention: This is a new policy to address more general/unlawful harassment and bullying. Defines harassment and discusses processes for filing complaint and how the City will investigate/address claims.

2-1 Medical Insurance Coverage: Combined medical, dental, life and vision into one policy. Added domestic partner in policy. Added Affordable Care Act information for temporary and seasonal employees. Clarified date for coverage ending and premium payments for leave of absence.

2-3 Retirement: Combined deferred compensation information under this one policy with general retirement information.

2-4 Longevity: Changed payment of longevity language to be the “November paycheck that includes October 31st in the pay period.” This has been the first paycheck in November. Due to the cut off being October 31st, if the 1st check was within the 1st six days of the month, some employees’ longevity had to be estimated. This will fix that problem.

3-1 Vacation Leave: Added language that says, “Employees working more than 2080 hours per year will not be credited with more than the maximum total hours of vacation earned in accordance with the table,” included in the policy. The other change in the policy shows the proper accrual of vacation hours—the way it is credited on a pay stub.

6-1 Recruitment and Selection: Changes were officially made to this policy to follow current hiring process back in January 2013. We have been following since then.

6-3 Employment of Relatives: Added a chart as a visual aid in determining whether there may be a conflict in hiring a relative.

6-9 Resignation and Retirement: Added in the requirement of exiting employees to meet with HR and conduct an exit interview.

7-2 Performance Evaluations: Employees are able to respond to an evaluation within 10 working days of receiving it. Language was added in to require supervisor comments for all ratings. Changed language in the policy to state that evaluations are not grievable.

8-8 Drug and Alcohol-Free Workplace: Added alcohol title and use at work prohibitions.

9-1 Guidelines for Disciplinary Action: Removed applicability of this policy applying to temporary employees. After 3 years of a written warning staying in an employee’s file, an employee can make a request through their Department Head, HR Director and City Manager to have the letter removed. There is added language now that clarifies that “adverse actions-suspension documentation” will stay in a file for 5 years—with the same removal process outlined in the previous sentences.

9-2 Grievance Procedures: Adjusted the timeframes for reporting and responding to grievances.

11-1 Safety Program: Added language regarding the requirement for 2 safety trainings to be attended by all employees each year. This is our practice and expectation in evaluations, just needed in personnel policy rather than just in the separate safety policy that we operate under.

10-3 Aids Policy: REPEALED—Outdated issue.

60-1 Training Program: REPEALED